

Additional Instructions and Sample for the SF-269-A (Short form)
Multifamily Housing Service Coordinator Grant Program

SAMPLE

Surfin' Safari House received a new three-year grant during the FY 2002 grant competition. Their grant agreement provided a total of \$189,150, from 1/1/03 through 12/31/06. Yearly amounts are as follows:

Year 1: \$60,000 Year 2: \$63,000 Year 3: \$66,150

- The sample reporting period is the third period out of the six that make up the three-year grant term. The dates of the reporting period are 4/1/04 through 9/30/04.
- The estimated grant amount to be used during this reporting period is \$31,500 (\$63,000 /2).
- The grantee has incurred program costs during this period of \$33,500.

Item 1: Federal Agency and Organizational Element to Which Report is Submitted	HUD, Office of Multifamily Housing
Item 2: Federal Grant or Other Identifying Number Assigned by Federal Agency	Your Service Coordinator grant number.
Item 3: Recipient Organization	Name and address of grantee (i.e. ownership entity).
Item 4: Employer Identification Number	Tax ID Number
Item 5: Recipient Account Number or Identifying Number	Not applicable
Item 6: Final Report	Mark "No", unless this is the final report for your entire grant term and your grant-funded program is now ending.
Item 7: Basis	All Accounting for the Service Coordinator program is done on an accrual basis.
Item 8: Funding/Grant Period	The grant term, 3 years for new grants and 1 year for extensions.
Item 9: Period Covered by this Report	The six-month reporting period – 10/1 thru 3/31 or 4/1 thru 9/30.
Item 10: Transactions	
Definitions	Example
a. Total outlays are the total program expenses paid during this period.	The grantee drew down grant funds from LOCCS to cover \$60,000 worth of expenses during the previous 12-month period and has drawn down \$30,000 to

	cover expenses during this reporting period. The cumulative total for the previous year and current reporting period is \$90,000.
b. Recipient share of outlays refers to program match. There is no program match in the Service Coordinator program; so this is not applicable.	No match.
c. Federal share of outlays is the same as line a, since there is no match.	\$60,000 last year, \$30,000 this reporting period, for a cumulative total of \$90,000.
d. Total unliquidated obligations are those costs incurred during this period, but not yet paid.	The grantee has obtained grant funds from LOCCS that have reimbursed all expenses incurred during the previous year. This reporting period, the grantee has \$3,500 not yet reimbursed. This makes a cumulative total of \$3,500 that the grantee must draw down from LOCCS to cover all incurred costs to date.
e. Recipient share of unliquidated obligations refers to match and so are not applicable.	No match.
f. Federal share of unliquidated obligations are same as line d, since there is no match.	\$0 for the previous year, \$3,500 for the current period, making a cumulative total of \$3,500.
g. Total Federal share (Sum lines c and f)	During the previous year, the grantee's program costs totaled \$60,000. The grantee's costs during the current period total \$33,500 (\$30,000 + \$3,500). The grantee will draw down grant funds from LOCCS to cover 100% of these expenses. The cumulative total program costs to date for this grant (18 months) are then \$93,500 (\$60,000 + \$33,500).
h. Total Federal funds authorized for this funding period refers to the grant amount budgeted for this time period.	The grant amount budgeted for the previous year was \$60,000 and the amount budgeted for this reporting period is \$31,500. This makes a cumulative budgeted amount of \$91,500.
I. Unobligated balance of Federal funds (Line h minus line g) This refers to the remaining unspent and non-earmarked grant funds.	The grantee has no remaining and unspent grant funds from the previous year's budgeted amount of \$60,000. The grantee has overspent the current year's budgeted amount by \$2,000 (\$31,500-\$33,500). This means that as-to-date, the grantee has incurred costs that exceed the budgeted

	amount of grant funds by \$2,000.
Item 11: Indirect Expense	Complete only if grantee has a pending or established Federal Government indirect cost rate.